



City of Hilliard Recreation and Parks Department 2016 Ball Field Usage Memo

The City of Hilliard Recreation and Parks Department works collaboratively with local organizations to offer a high quality sporting experience to its area youth and adult athletes. The challenge to maintain that quality in a fair and cost-efficient manner becomes greater as time passes, as the number of participants increases, and as maintenance and capital costs for facilities escalate. The City recognizes the importance of having well maintained ball field facilities for independent organizations and teams to utilize. It is the intent of the Recreation and Parks Department to continue to partner with various organizations and teams to provide the best facilities possible.

In an effort to coordinate the scheduling and oversight of parkland operations, the Department will once again follow procedures implemented in 2013. Due to the high demand and request for field space, organizations will be assigned priority scheduling for certain fields in exchange for fees and maintenance agreements as has been the practice in years past. We will continue to use the lottery system for other teams that are requesting field space (but are independent of the major organizations that the City partners with) in order to provide a reasonable solution for those teams seeking field space. The City also continues to utilize a modified method for occasional/one-time ball field rentals and to require a written agreement with the sporting organizations and independent teams for long term ball field usage. This memo is intended to provide you with a summary.

The following six field locations are those which are included in this agreement. Other fields in the Hilliard community (that are not listed below) are not the property of the City of Hilliard and usage of those facilities does not fall within the City's authority.

- Roger A. Reynolds Municipal Park
- Alt Field
- Hamilton Field
- Father Rodric J. DiPietro Park (*St. Brendan Park – renamed in the spring of 2012*)
- Beacon Park
- Municipal Soccer Fields

The spring and summer agreement for organizations and teams will be for the calendar period of April 1 through July 31 (*with the exception of SBAA which runs March 1-June 1*). The fall agreement for organizations and teams will be for the calendar period of September 1 through October 31.

Lights are not to be used for practices and arrangements for lights on game days must be made in advance by April 1(spring/summer)/September 1 (fall). Games should not be scheduled prior to May 1 without written approval of the Recreation and Parks Department for any field location (*with the exception of SBAA for the spring and summer session*).

Rental Agreement for Occasional/One-time Ball Field Use:

In an effort to provide better means and methods to coordinate and schedule ball field use for those groups that request to use them only occasionally or on a one-time basis (typically for tournaments), the Department has drafted a Hilliard Municipal Ball Field Reservation Application, a copy of which is attached. This document provides the Department with all of the information necessary to prepare and provide the requested field to the organization. The rental cost is \$50.00 per field, per day. If lights are requested, then an additional \$50.00 per hour, per field charge will apply. In addition, should the group wish to use the concession stand at the facility, the cost to do so is \$50.00 per day. For a single tournament, a minimum payment of \$250 is required for the weekend. These charges are consistent with other Recreation and Parks Departments and are believed to be equitable in relation to the impact that the users have on the City's facilities. It is not intended that the rental charges and \$5.00 player surcharge will cover the City's cost of field maintenance, but it is seen as a more balanced approach in the collaborative effort of the City to provide high quality fields to its area organizations.

Agreements for Long-Term Ball Field Use/Regularly Scheduled Use:

For the past many years, the relationship between the City and its area sporting organizations has been cooperative and positive. The Recreation and Parks Department intends to continue this productive relationship but finds the need to document the respective rights and obligations of the City and each organization in order to eliminate confusion and questions as they relate to ball field use and maintenance. In 2016, field space will be assigned based primarily on field usage in 2015 and available slots requested by the organizations or by a lottery system for independent teams for those fields which have been made available.

Organizations: (Complete Attachment A)

Organizations that Utilized Recreation and Parks Ball Field Facilities on a Scheduled Basis in 2014:

- Hilliard Baseball Association (HBA)
- Hilliard Girls Softball Association (hGsa)
- Hilliard All-American Travel Baseball (HAATB)
- Hilliard Softball League (HSL)
- St. Brendan Athletic Association (SBAA)

The Recreation and Parks Department requires a \$6.00/per roster player/per season surcharge from any organization using the fields on a regularly scheduled basis, in addition to maintenance or equipment costs, which vary depending on the organization and location. This commitment from each organization in the community allows for the continued maintenance and operations of the fields. This partnership is a benefit to the organizations, participants and to the City of Hilliard. The charge has increased \$1 from previous years to cover ball diamond reconstruction fees and fence restoration projects.

Organizations will be asked to complete a field request application (Attachment A) and return it to the Recreation and Parks Department by 5:00 p.m. on Tuesday, February 2, 2016. Priority scheduling will once again be granted to the organizations listed in this agreement as long as all terms of the agreement have been met, fees paid, roster requirements met (see additional information at the end of this document), and maintenance agreements for each field location have been mutually agreed upon by April 1, 2016. The fields and times that are excluded from priority scheduling for organizations are listed *below. Organizations that have been granted field use do not have authority to transfer fields covered under this agreement to other organizations or teams for use without the written approval of the Recreation and Parks Department.

Independent Teams: (Complete Attachment B)

The Recreation and Parks Department will require a \$200.00 or \$250.00 fee/season (depending on the day of the week that a field is assigned) from each independent team using the fields on a regularly scheduled basis, in addition to mutually agreed upon maintenance (raking and lining if necessary and depending on the location). Fees are due to the Recreation and Parks Department by April 1 (spring and summer season) or September 8 (fall season). Fees not received by the due date may result in field forfeiture for that season.

Individual independent teams will be asked to complete a lottery request form (Attachment B). This form should be completed by a team designee who must be a Hilliard City or School District resident; one form per team. Independent teams must meet the roster requirements (see additional information at the end of this document). The lottery request form is due to the Recreation and Parks Department (deliver in person) by 5:00 p.m. on Wednesday, January 6, 2016. On Thursday, January 7, 2016 at 10a.m. teams will be contacted by a designee of the Recreation and Parks Department in the order in which they were drawn to select field space. Be prepared to make your selection at that time. If you are unable to be reached at the time of the call, you will have 60 minutes to return a call to the lottery administrator. If no return call is made within the time frame, the spot will be skipped and the next draft position will be called. In the case that there are slots remaining after the first round, field selection for round two will begin with those teams who have been drawn the highest in order of lottery selection. There will be a maximum of two time slots available for each team. However, if empty slots exist at the completion of two rounds, open spots can be bought via first come first serve. There may or may not be enough field space for any team to have more than one slot, as this will depend entirely on the number of applications received. A lottery may or may not be necessary for the fall session. Field requests should be made by July 1 and based on the number of requests received; a determination will be made at that time.

*The City has made available forty three (43) time slots for fields up until June 1 and fifty three (53) time slots beginning on June 2. Time and fields that will be available for independent teams:

Mondays:	Roger A. Reynolds Municipal Park Field #7, 5-7:30 p.m. and Field #8, 7:30-10 p.m. (2 slots available) Fee: \$250.00/team/season
Tuesdays:	Roger A. Reynolds Municipal Park Field #7, 5-7:30 p.m. and 7:30-10 p.m. (2 slots available) Fee: \$250.00/team/season
Wednesdays:	Roger A. Reynolds Municipal Park Field #4, 5-7:30 p.m. and 7:30-10 p.m. (2 slots available) Fee: \$250.00/team/season
Thursdays:	Roger A. Reynolds Municipal Park Field #1 5-7:30 p.m. and 7:30-10 p.m. (2 slots available) Fee: \$250.00/team/season
Fridays:	**DiPietro West Fields (until June 1), #1 and #4, 6:00-8:00 p.m. (2 slots available) **DiPietro Fields (beginning June 2), Fields #1-4, 6:00-8:00 p.m. (4 slots available) **Roger A. Reynolds Municipal Park, Fields #1, 3, 4, 5-7:30 p.m. and Fields #1 and 4, 7:30-10 p.m. (5 slots available)
Saturdays:	**Roger A. Reynolds Municipal Park Fields #5-8, 3-5:30 p.m. and 5:30-8:00 p.m. (8 slots available)
Sundays:	**Roger A. Reynolds Municipal Parks Fields #5-8, 9:00-11:00 a.m. (4 slots available) **Beacon Fields, Fields #1-3, 1:00-3:00 p.m., 3:00-5:00 p.m. and 5:00-7:00 p.m. (9 slots available) **DiPietro West Fields (until June 1), #1 and #4, 2:00-4:00 p.m., 4:00-6:00 p.m. and 6:00-8:00 p.m. (6 slots available) **DiPietro Fields (beginning June 2), Fields #1-4, 2:00-4:00 p.m., 4:00-6:00 p.m. and

6:00-8:00 p.m. (12 slots available)

Open: Two Slots will remain open and available for teams to use weekly at a \$25 rate per use for make-ups due to weather or other extenuating circumstances.

****Roger A. Reynolds Municipal Park**

Monday: Field 7, 7:30-10:30

Friday: Field 3, 7:30-10:30

***The Department recognizes that Fridays, Saturdays and Sundays are a less desirable "time slot" and so the fee for any team selecting a field on those days will be \$200.00/team/season. Additionally, fields at DiPietro and Beacon will require that the team rake and line, if necessary.*

PLEASE MAKE NOTE OF THE FOLLOWING DATES

Municipal Park Fields are **not available** on the following dates:

Saturday, April 23

HBA Fun Day

Saturday, May 14

hGsa Picture/Fun Day

Saturday, Sunday, May 28-29

Hilliard Memorial Day Fast Pitch Classic

Friday-Sunday, June 3-5

Harold Butt Tournament

Friday-Tuesday, July 1-5

City of Hilliard July 4th

Friday-Sunday, July 8-10

Stingray Tournament

Saturday, July 16

YMCA Corporate Challenge

Saturday, July 23

Harkness Tournament

Sunday, August 28

HBA Fall Camp

Friday-Monday, September 2-5

Sharon Mennonite Tournament

Friday-Sunday, October 8-10

Ohio PGF Tournament

Additional Information for Organizations and Teams:

Attachments "A" and "B" will be kept on file and used by the Department to assign ball field usage as may be necessary throughout the season. Organizations and teams will be required to sign a Ball Field Maintenance/Usage Agreement. In addition, the agreement will provide for (must be received by April 1 for the spring and summer season and by September 8, 2016 for the fall season):

- Evidence of liability insurance naming the City as an additional insured.
- Requirement that the organizations' participants sign releases to include the organization and the City.
- A prohibition on the installation of any structures upon City facilities or any other alterations without the prior written approval of the City.
- Assignment of a coach or other organization representative to monitor compliance with rules and regulations of field use, including parking requirements and participant and spectator conduct.
- Submission of a field use schedule.
- An updated team roster which includes players' addresses to be kept on file. Rosters must comprise of players who reside within the Hilliard City School District boundaries, with the exception of two roster spots per team, which may include players residing outside of the Hilliard City School District boundaries. This is based on the department recognizing the need for specialized players (i.e. pitchers and catchers). Teams or organizations providing false information on rosters will be in jeopardy of field assignments being revoked.
- Indemnification of the City in the event of claims from organizations or players.

Additional provisions may be included in the agreement as discussions are held with the organizations and teams. It is the intention of the City that the current processes will simply be memorialized in a document that includes the player surcharge and details the groups' responsibilities in the use of City facilities. The Recreation and Parks Department staff appreciates your support. Thank you.

2016 Spring and Summer Field Schedule for Organizations

Time slots for **ORGANIZATIONS** are as follows:

- hGsa: 79 Slots (same as in 2014)
- HBA: 98 Slots/120 Slots (same as in 2014)
- HAATB: 8 Slots (same as in 2014)
- HSL: 14 Slots (same as in 2014)
- SBAA: (same as in 2014)

SPRING AND SUMMER, 2016 FIELD SCHEDULE FOR ORGANIZATIONS:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
hGsa 79 Slots	Muni. 4 Slots (5 & 6) ----- Beacon 6 Slots	Muni. 4 Slots (5 & 6) ----- Beacon 6 Slots	Muni. 4 Slots (5 & 6) ----- Beacon 6 Slots	Muni. 8 Slots (5, 6, 7, 8) ----- Beacon 6 Slots	Muni. 8 Slots (5-8) ----- Beacon 6 Slots	Muni. 12 Slots (5-8) Games/practices to be completed by 3:00pm ----- Beacon 9 Slots	
HBA 98 Slots until June 1 120 Slots after June 1	DiPietro 4 Slots (until 6/1), 8 Slots (after 6/1) ----- Alt 2 Slots ----- Hamilton 2 Slots	Muni. 8 Slots (1, 2, 3, 4) ----- DiPietro 4 Slots (until 6/1), 8 Slots (after 6/1) ----- Alt 2 Slots ----- Hamilton 2 Slots	Muni. 4 Slots (7 & 8) ----- DiPietro 4 Slots (until 6/1), 8 Slots (after 6/1) ----- Alt 2 Slots ----- Hamilton 2 Slots	Muni. 6 Slots (2, 3, 4) ----- DiPietro 4 Slots (until 6/1), 8 Slots (after 6/1) ----- Alt 2 Slots ----- Hamilton 2 Slots	Alt 2 Slots ----- Hamilton 2 Slots	Muni. 16 Slots (1, 2, 3, 4) ----- DiPietro 6 Slots (until 6/1), 12 Slots (after 6/1) ----- Alt 4 Slots ----- Hamilton 4 Slots	Muni. 10 Slots (1, 4, 7, 8) Alt 2 Slots ----- Hamilton 2 Slots
HAATB 8 Slots					Muni. 2 Slots (2)		Muni. 6 Slots (5, 6)
HSL 14 Slots	Muni. 8 Slots (1-4)		Muni. 6 Slots (1, 2, 3)				
SBAA 20	DiPietro 4 Slots					DiPietro 8 Slots	

ATTACHMENT "A"

**CITY OF HILLIARD RECREATION AND PARKS DEPARTMENT
BALL FIELD USAGE REQUEST FORM (to be completed by the ORGANIZATION)**

Organization_____

City Fields Used in 2015_____

City Fields Requested for 2016 (including start date, end date and time of day)_____

Contact Information for Scheduler of Requested Fields:

Name: _____

Address:_____

Phone (h):_____Phone (w):_____Phone(c):_____

Email:_____

Please return by February 3, 2016 to: City of Hilliard Recreation and Parks Department, c/o Kenny Brown ,
3800 Veterans Memorial Drive, Hilliard, Ohio 43026

Please direct questions Kenny Brown at kbrown@hilliardohio.gov or (614) 334-2584

ATTACHMENT “B”
BALL FIELD LOTTERY REQUEST FORM (to be completed by INDEPENDENT TEAMS)

Team Name_____

This form should be completed by a team designee who must be a Hilliard City or School District resident; one form per team. Independent teams must meet the roster requirements (see additional information at the end of this document). The lottery request form is due to the Recreation and Parks Department (deliver in person) by 5:00 p.m. on Monday, January 4, 2016. On Wednesday, January 6, 2016 teams will be contacted by a designee of the Recreation and Parks Department in the order in which they were drawn to select field space. Be prepared to make your selection at that time. In the case that there are slots remaining after the first round, field selection for round two will begin with those teams who have been drawn the highest in order of lottery selection. There will be a maximum of two time slots available for each team. There may or may not be enough field space for any team to have more than one slot, as this will depend entirely on the number of applications received. A lottery may or may not be necessary for the fall session. Field requests should be made by Tuesday, July 1 and based on the number of requests received; a determination will be made at that time.

Fees: There is a \$200.00 or \$250.00 fee/team/season (depending on the day of the week that a field is assigned). Additionally, once the lottery has been completed, those teams assigned field space will be required to sign a Ball Field Use Agreement, attached must be received by April 1, 2016 (for the spring and summer season) or September 8, 2016 for the fall season.

Additional provisions may be included in the agreement as discussions are held with teams. It is the intention of the City that the current processes will simply be memorialized in a document that includes fees and details the groups' responsibilities in the use of City facilities.

The City has made available forty three (43) time slots for fields up until June 1 and fifty three (53) time slots beginning on June 2 for independent teams.

Contact Information for Scheduler of Requested Fields (please ensure information is legible and complete):

Name: _____

Address:_____

Phone (h):_____Phone (w):_____Phone(c):_____

Email:_____

Please return by 5:00 p.m. January 4, 2016 to: City of Hilliard Recreation and Parks Department, c/o Kenny Brown , 3800 Veterans Memorial Drive, Hilliard, Ohio 43026

Please direct questions to Kenny Brown at kbrown@hilliardohio.gov or (614) 334-2582.

BALL FIELD USE AGREEMENT

This Ball Field Use Agreement (“Agreement”), between the City of Hilliard, an Ohio municipal corporation, by and through its department of Recreation and Parks (the “City”) and the signatory sports club named on the signature page of this Agreement (the “Organization”), is effective for the period of _____, 2016.

Background Information

- A. The City owns or has the right to use several hundred acres of public parkland with improved ball fields, located in various areas of the City.
- B. Throughout the years, many different sports organizations have utilized these ball fields, and some have had first priority in the use of the fields for their organizations, in exchange for an agreement to provide maintenance and care of those fields.
- C. The City’s increased population has resulted in a surge of youth and adult sporting organizations and teams and a corresponding increase in the cost to repair and maintain the ball fields and the amenities for the fields, such as lighting and routine maintenance and care.
- D. The Organization operates a sports team that utilizes one or more of the City’s ball fields.
- E. In an effort to better coordinate and schedule the use of the fields in an equitable manner, each Organization or Team that is interested in more than casual use of the City’s ball fields is required to enter into this Agreement so that the parties’ respective rights and responsibilities may be more specifically set forth and agreed to.

Statement of Agreement

§1. Use of the Ball Fields. The City recognizes the Organization or Team as a provider of youth sports for City and Hilliard School District residents. As such, the Organization or Team contributes to the community's needs for these types of programs as a complement to the services that are provided by the City. The Organization or Team shall provide the City with its request for ball field use, and the City then shall determine field availability for the Organization or Team as requested. All requests for ball field use shall be coordinated by and through the City.

§2. Scheduling. To the extent that the Organization or Team wishes to use specific ball fields, then the City may grant priority status to the Organization or Team in the scheduling of the ball field use consistent with the level of care and maintenance agreed to by the Organization or Team. The Organization or Team and the City shall enter into a Field Maintenance Agreement for the routine care and maintenance of the ball fields that are requested by the Organization or Team, substantially in the form as the Ball Field Use Agreement attached hereto as Attachment A or Attachment B. This Agreement shall not apply to the Organization’s use of the City’s ball fields for tournaments or other special uses. A rental agreement shall be provided to the Organization or Team for those uses. Should the Organization or Team receive any requests by other groups to use the ball fields that have been assigned to the Organization or Team by the City, the Organization or Team shall refer those requests to the City. The Organization or Team shall not have the right to remove other users from the designated ball fields except during those times when the Organization or Team has been granted the use by the City.

§3. Permits. Following receipt of all requests for ball field use and the determination of field availability, the Organization or Team shall be granted a permit for its use of the ball fields. The City shall have the right to make all final decisions on the grant of permits to organizations. Permits are effective upon payment in full of all fees required by the City and may be revoked should the City determine that the Organization or Team is not following all rules of park facility use.

§4. Fees. For organizations, the City has determined that a fee of \$5.00 per roster player/playing season is a reasonable fee. For independent teams, the City has determined that a fee of \$200.00 or \$250.00/team/season (depending on the day of the week that a field is assigned) is a reasonable fee. Fees as established by the Department of Recreation and Parks, are to help offset the City's cost of providing the use of the ball fields and any of the amenities that accompany the use of the fields, including the cost of lights, materials, and labor required to maintain and repair the facilities. Fees for the spring/summer season shall be paid by Tuesday, April 1 and fees for the fall season shall be paid by Tuesday, September 8.

§5. Structures/Alterations. The Organization or Team is not permitted to install any structures or make any changes to the ball fields without the prior written approval of the City, which approval may be withheld at the City's sole discretion. Failure to comply with this provision may result in the revocation of the permit. Approval of the City may be evidenced by the Organization or Team's execution of a Field Maintenance Agreement, so long as only those responsibilities set forth in that Agreement are met. If the Organization or Team discovers items at the ball fields that are in need of maintenance and/or repair that are outside of the Organization or Team's responsibilities pursuant to the Field Maintenance Agreement, the Organization or Team should notify the City.

§6. Responsibilities of the Organization or Team. The Organization or Team shall ensure that its use of the ball fields meets the standards expected of it by the City, and shall:

- a. Report any injuries, accidents, facility damage, dangerous or unsafe conditions and any unusual or suspicious situations to the City as soon as possible after the occurrence of discovery of the problem.
- b. Require all of its participants to sign a release that releases the City from liability in the event of an injury.
- c. Comply with all federal, state and local codes, including the City's parks rules and regulations.
- d. Carry public liability insurance for bodily injuries, including those resulting in the death of any one person and on account of any one accident or occurrence. The insurance policy shall name the City of Hilliard as an additional insured and may be cancelled only upon 30 days prior written notice to the City.
- e. Assign one coach or other representative to monitor the conduct of the participants, spectators, coaches and parents at all events.
- f. Comply with all industry guidelines in the care, maintenance, and placement of its equipment used on the fields.
- g. Indemnify, defend and save the City of Hilliard free and harmless from and against any and all damages, costs and expenses, including reasonable attorneys' fees, to any person or property arising from the Organization's use of the ball fields, including but not limited to its maintenance of the fields or program participation.
- h. Provide a team roster to the Recreation and Parks Department at the time that the season's fees are due and payable. Rosters must comprise of players who reside within the Hilliard City School District boundaries, with the exception of two roster spots per team, which may include players residing outside of the Hilliard City School District boundaries. This is based on the department recognizing the need for specialized players (i.e. pitchers and catchers). Teams or organizations providing false information on rosters will be in jeopardy of field assignments being revoked.
- i. Comply with park rules and regulations concerning the parking of vehicles while using the ball fields and encourage compliance by participants and spectators.
- j. Meet any other standard reasonably requested by the City.

By _____
Steven Mazer, Director

Date _____

THE ORGANIZATION OR TEAM

By _____

Print Name _____

Date _____

To be completed by the Organization/Team and approved by the City.

_____ (name of Organization) shall perform the following maintenance on
_____ (name/location of ball field) during the time that the Organization/Team has been
granted priority in scheduling by the City:

THE ORGANIZATION/TEAM

By_____

Print Name_____

Approved:

DEPARTMENT OF RECREATION AND PARKS

By_____

Steven Mazer, Director